



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

December 16, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-38

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: FAX Telephone Lines for the Office of State Uniform Payroll

There are now three FAX telephone lines for the Office of State Uniform Payroll. Please begin using the following numbers to fax the specific documents identified:

(225) 342-1653 *New Line	UPS Help Desk / Production Control Unit Correspondence Master Record and Time Entry Training Requests Requests for Security Officer ID Maintenance Requests for new BUNDL IDs Third Party Sick Pay Documents UPR/F4W2 Balance Adjustment Request Forms
(225) 219-4432	Accounting and Analysis Unit Correspondence Supplemental Documents Agency Payable Requests Stop Pay Requests
(225) 342-1650	Administrative Correspondence User Services Unit Correspondence Unpaid Balance Reports Social Security/Medicare and W-2 Exception Reports UPR/F1 Agency Authorization Forms UPR/F56 Agency Contact Lists UPR/F38 OSUP User Services Class Registration Form

Thank you for your cooperation in faxing specific correspondence to the correct fax line.

RSM:APH:kmb